Issues to consider when applying for a Job Sharing arrangement

1. Scope / nature of work
   a. Job tasks and responsibilities clearly divisible between the job share partners
   b. Areas of overlap of job tasks and responsibilities
   c. Cross coverage of duties, where required
   d. Accountability and reporting structure
   e. Dependency on other co-workers, managers, internal / external customers, etc. to get the job done
   f. Access to confidential or sensitive information
   g. Accessibility when off-work

2. Work schedule
   a. Division of hours / days / weeks
   b. Regular or predictable peak periods
   c. Equity of workload and hours

3. Communication between job sharing partners
   a. Need for, and frequency of, overlapping periods
   b. Ability to ensure seamless transition and/or follow-up

4. Interaction with other co-workers, managers, internal / external customers, etc.
   a. Need for communication with other co-workers, managers, internal / external customers, etc.
   b. Participation in team meetings and activities

5. Salary and benefits
   a. Equity of compensation for workload and hours
   b. Equity of benefits entitlement